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CONDITIONAL CONTROL MEMO SHEET

[To be used in conjunction with Form 3178a]

MEMO CONTROL NO.	CONTROL CONDITIONS AND SPECIAL CONSIDERATIONS
31-001	<p>Condition: Change to TYPEREQ</p> <p>Indicates a change in the type of language requirement.</p> <p><u>ACTION</u></p> <ol style="list-style-type: none"> <li>1. Change master record.</li> <li>2. IF THE CHANGE IS FROM 'SPECIFIC' TO 'GENERAL' THEN UPDATE COMPONENT RECAP ACCORDINGLY.</li> </ol>
31-002	<p>Condition: Change to NOREQ</p> <p>Indicates that the number of personnel required to fill the language requirement is changing.</p> <p><u>Action</u></p> <ol style="list-style-type: none"> <li>1. Change <del>in</del> master record</li> </ol>
31-003	<p>Condition: Change to LANGCODE CONTAINED IN THE REQUIREMENT</p> <p>Indicates that the language <del>required</del> is changing.</p> <p><u>Action</u></p> <ol style="list-style-type: none"> <li>1. Change master record.</li> </ol>

MEMO CONTROL NO.	CONTROL CONDITIONS AND SPECIAL CONSIDERATIONS
31-004	<p>Condition: Change to LANGCT</p> <p>Indicates that the language contained in the requirement is changing.</p> <p><u>Action</u></p> <ol style="list-style-type: none"><li>1. Change master record.</li></ol>
31-005	<p>Condition: Change to LANGREAD</p> <p>Indicates a change to the reading proficiency level of the language requirement.</p> <p><u>Action</u></p> <ol style="list-style-type: none"><li>1. Change master record.</li></ol>
31-006	<p>Condition: Change to LANGWRIT</p> <p>Indicates a change to the writing proficiency level of the language requirement.</p> <p><u>Action</u></p> <ol style="list-style-type: none"><li>1. Change <del>in</del> master record.</li></ol>

MEMO CONTROL NO.	CONTROL CONDITIONS AND SPECIAL CONSIDERATIONS
31-007	<p>Condition: Change to LANGSPEK</p> <p>Indicates a change to the speaking proficiency level of the language requirement.</p> <p><u>Action</u></p> <ol style="list-style-type: none"><li>1. Change master record.</li></ol>
31-008	<p>Condition: Change to ANDOR</p> <p>Indicates a change to the and/or condition of the language requirement.</p> <p><u>Action</u></p> <ol style="list-style-type: none"><li>1. Change master record.</li></ol>
31-009	<p>Condition: Change to MINREQ (Recap only)</p> <p>Indicates a change in the number of personnel required to fulfill the language requirements of the component.</p> <p><u>Action</u></p> <ol style="list-style-type: none"><li>1. Change master record.</li></ol>

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MEMO CONTROL NO.	CONTROL CONDITIONS AND SPECIAL CONSIDERATIONS
31-010	<p>Condition: Addition of Language Requirement</p> <p><u>Action</u></p> <p>1. Check TYPEREQ for 'specific' or 'general'.</p> <p>    If 'general' --</p> <p>        A. Update component recap.</p> <p>    If 'specific' --</p> <p>        A. Update master record</p> <p>        B. Update component recap</p>
31-011	<p>Condition: Deletion of Language Requirement</p> <p><u>Action</u></p> <p>1. Check TYPEREQ for 'specific' or 'general'</p> <p>    If 'general' --</p> <p>        A. Update component recap</p> <p>    If 'specific' --</p> <p>        A. Update master record</p> <p>        B. Update component recap</p>
	<p>Condition:</p>